




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-010 (Rev. 04/19)
<b>Signature:</b> 	<b>Supersedes:</b> 11-011, 09-025
<b>Application:</b> Executive Branch Agencies	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104	<b>Rule:</b> Chapter 1120-07

## Submission of Annual Equal Employment Opportunity Plans

The Equal Employment Opportunity (EEO) Plan (also commonly referred to as an Affirmative Action Plan) is a statistical document which identifies and analyzes patterns in the participation and utilization of women, minorities, veterans, and individuals with disabilities in the state's workforce. Pursuant to the Rules of the Department of Human Resources Chapter 1120-7, each agency shall complete an EEO Plan on an annual basis. In completing these Plans, agencies should adhere to the following policy to facilitate efficient and timely completion of EEO Plans.

1. The Commissioner of the Department of Human Resources shall establish a date by which agencies must complete EEO Plans. The Commissioner shall notify agencies of the required completion date by October 1 of each year.
2. Agencies shall submit the EEO Plan through the EEO planning system.
3. If an agency does not complete an EEO Plan by the completion date announced by the Commissioner, the Department will issue a notice to the defaulting agency's affirmative action or EEO officer requesting that the agency complete the EEO Plan within ten (10) working days of the notice.
4. If, after this grace period, an agency fails to timely complete the EEO Plan, the Commissioner will notify the respective agency's appointing authority that the EEO Plan has not been received and the Commissioner will request that the Plan be submitted within seven (7) working days.
5. If the EEO Plan has not been received by the due date following notification to the defaulting agency's appointing authority, the Commissioner will notify the Governor's Office that the agency is delinquent in submitting the Plan.
6. Any extenuating circumstances for delay, such as large scale reduction in force, which will impact EEO planning, should be directed in writing to the Department.

Questions regarding this policy may be directed to the Office of the General Counsel.